

PAU CLOUD FILE SHARING SYSTEM DESKTOP APPLICATION INSTALLATION AND USER GUIDE

1. Downloading and Installing the Application

- **Download:** Search for "nextcloud" in the search engine using your computer's web browser.

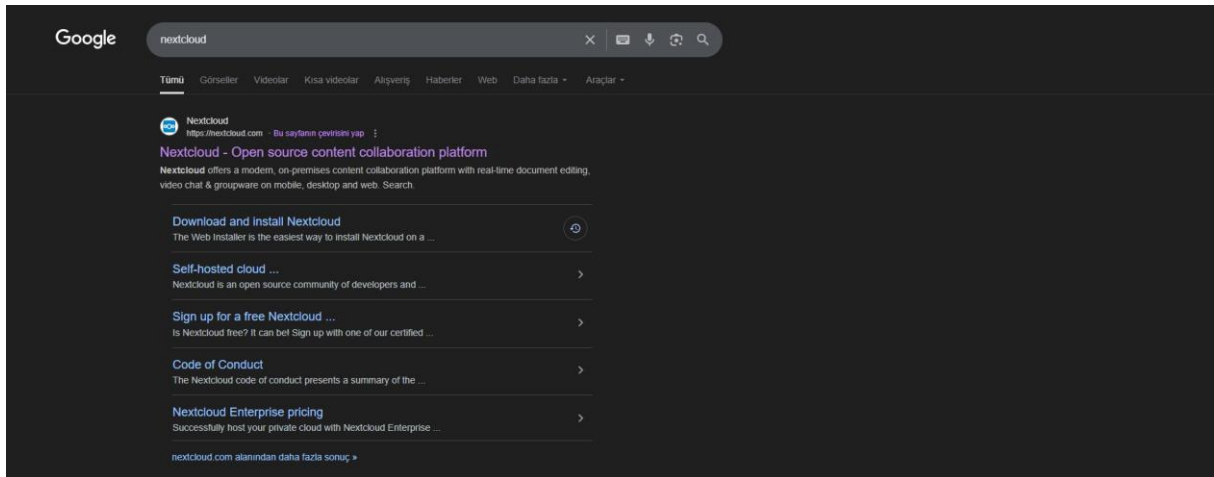


Figure 1 Nextcloud Website

- Click the “Download” button on Nextcloud's official website to go to the download page.

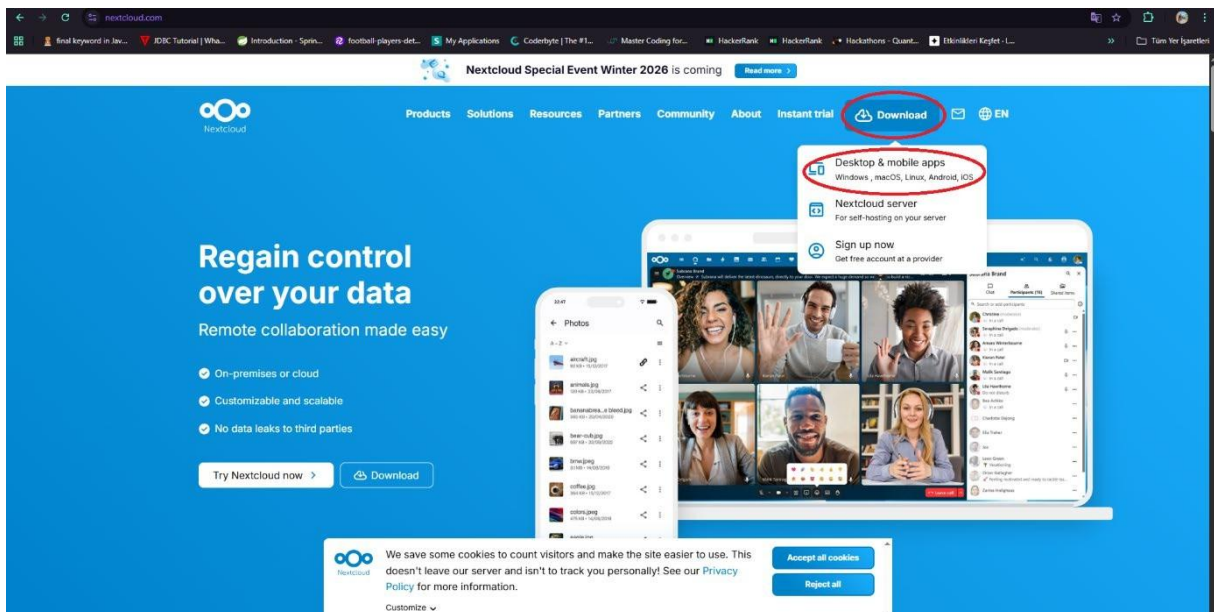


Figure 2 Download Page

- Select the version suitable for your computer's operating system (Windows, macOS, or Linux) and start the download process.

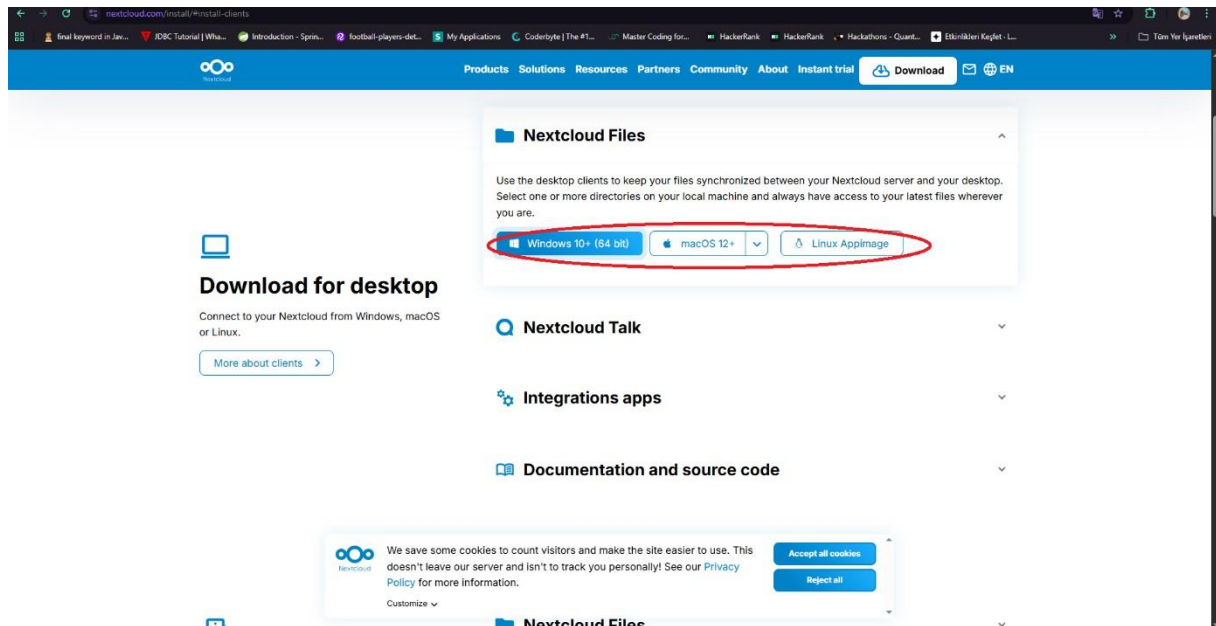


Figure 3 Operating System Option

1.1 Installation Steps:

- Run the downloaded installation file and, on the welcome screen that appears, Click the "Next" button.

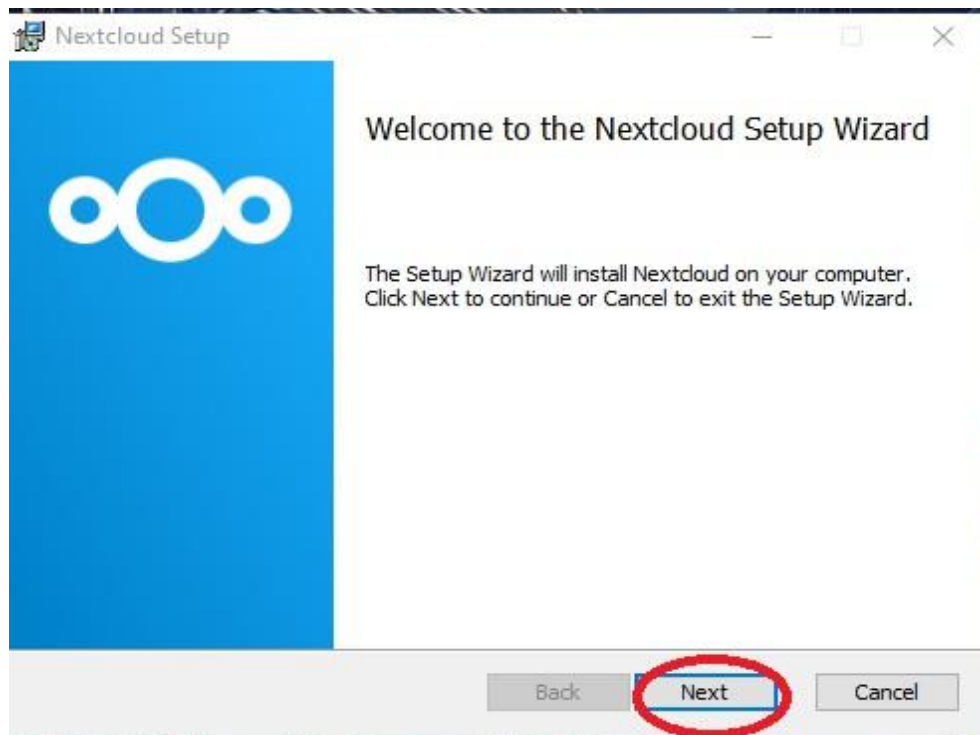


Figure 4 Installation Steps

- On the feature selection screen, continue by clicking "Next" again.

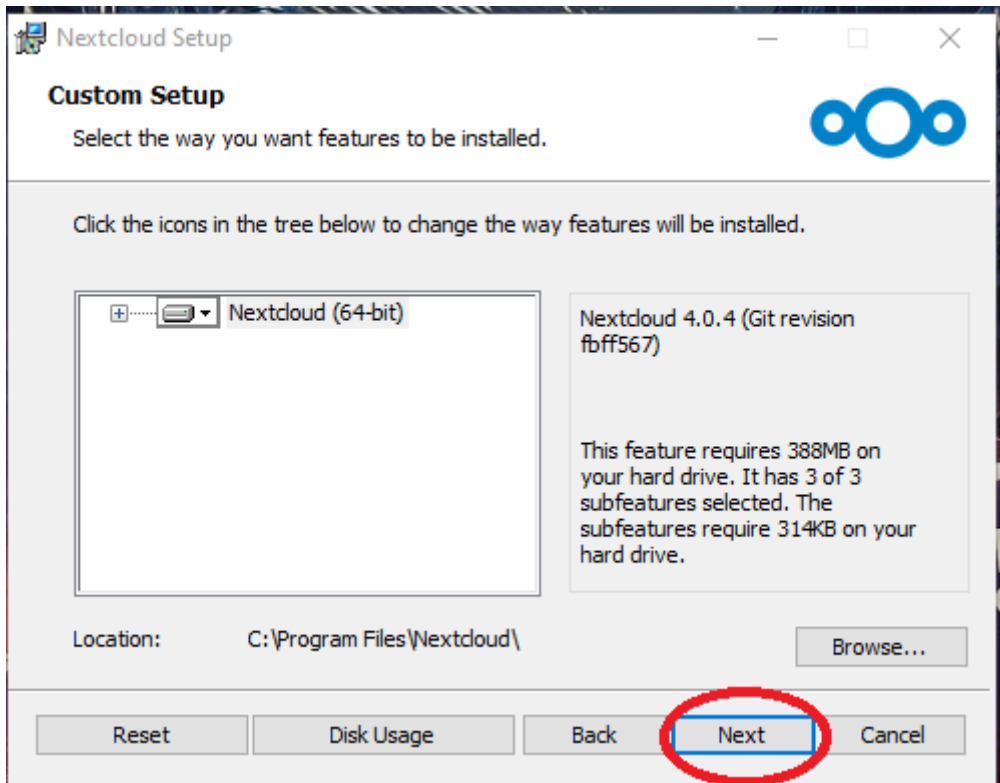


Figure 5 Installation Steps

- To start the installation, click the "Install" button.

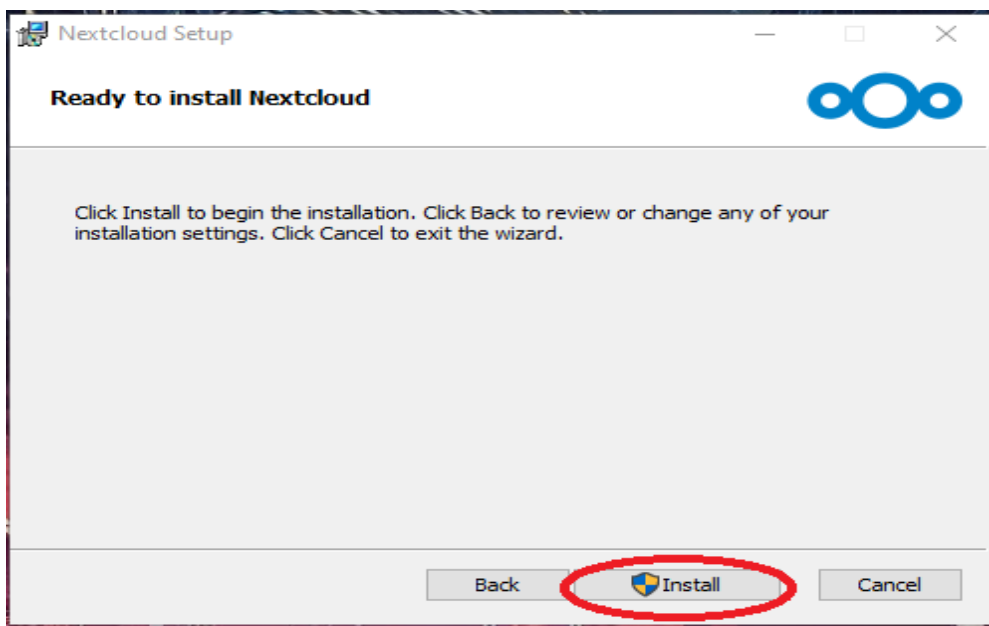


Figure 6 Installation Steps

- When the process is complete, click the **"Finish"** button to complete the installation.

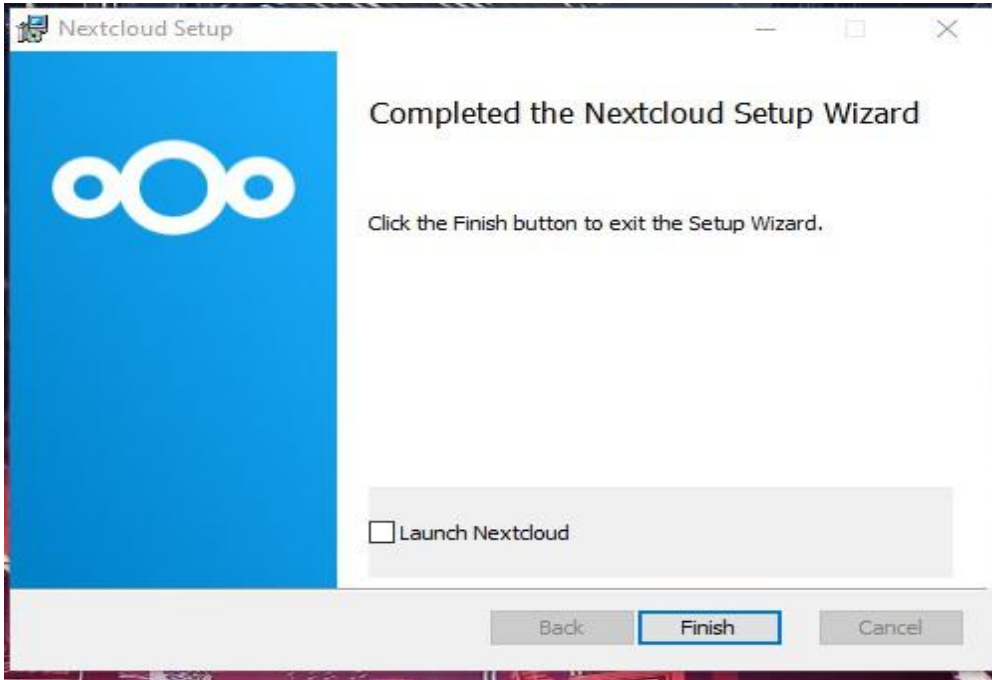


Figure 7 Installation Steps

1.2 Connecting the PAU Cloud Account

- **Sign In:** When you open the application for the first time, click the "Sign in" button on the screen that appears.

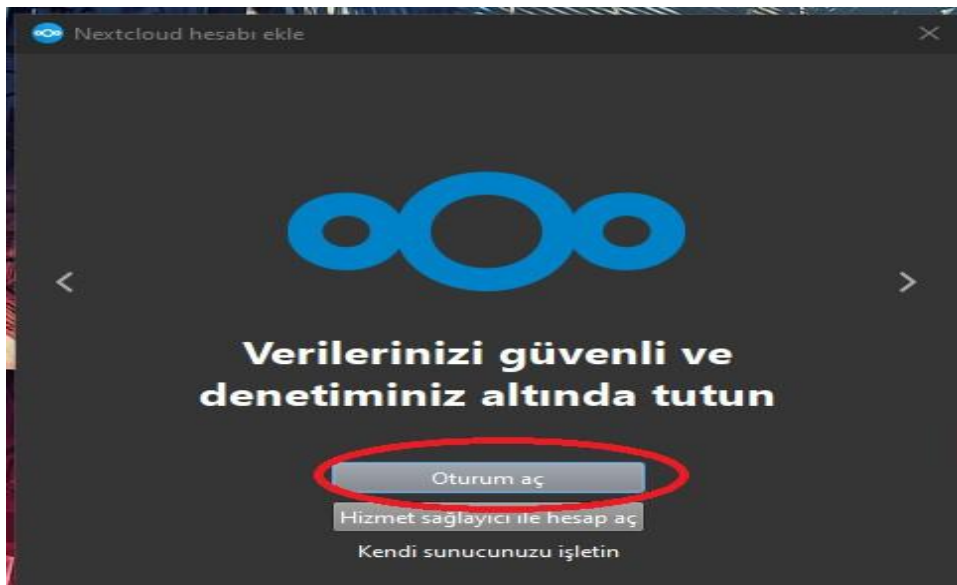


Figure 8 Linking the Application to the Account

- **Server Address:** Continue by entering <https://bulut.pau.edu.tr> in the server address field.

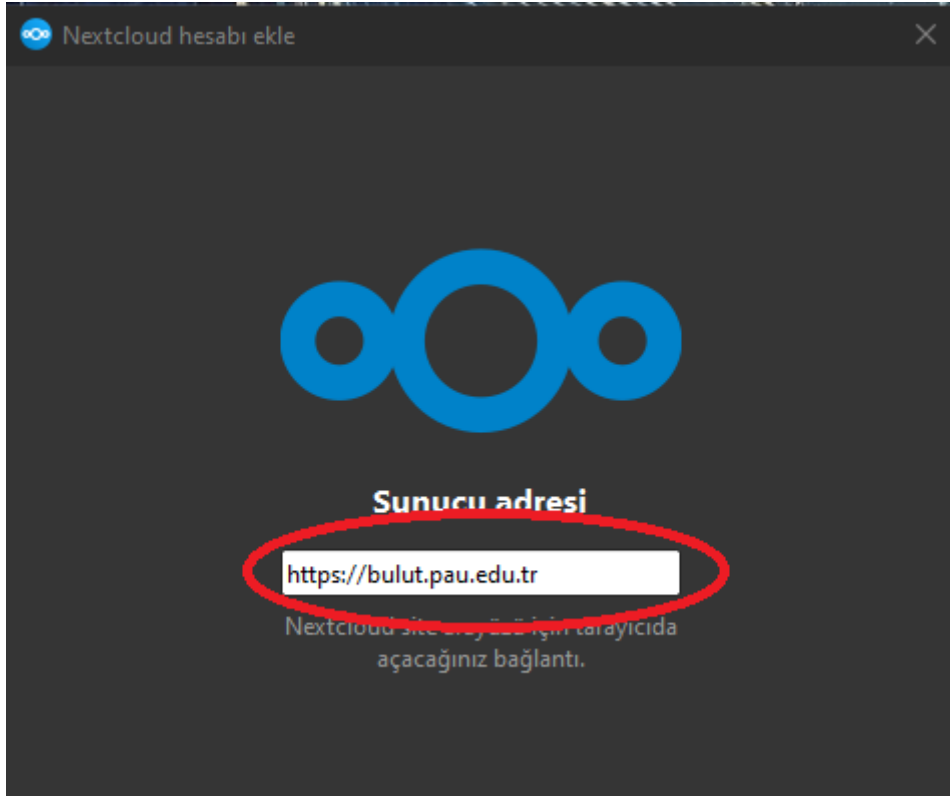


Figure 9 Connecting to the PAU Cloud Server

1.3 Authentication:

- Click the blue "Sign in" button on the screen that opens in your browser.

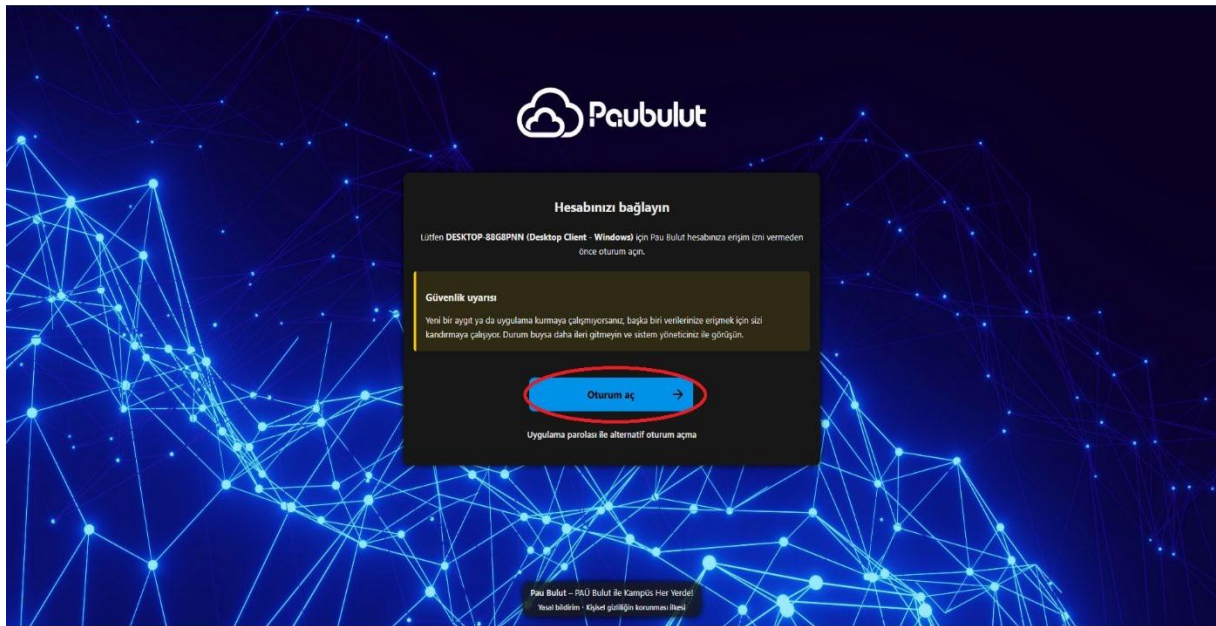


Figure 10 Sign-in Screen

- On the login screen that appears, enter your PAU username and password to sign in.



Figure 11 Login Information Screen

- Click the "Grant access" button so that the application can access your account.

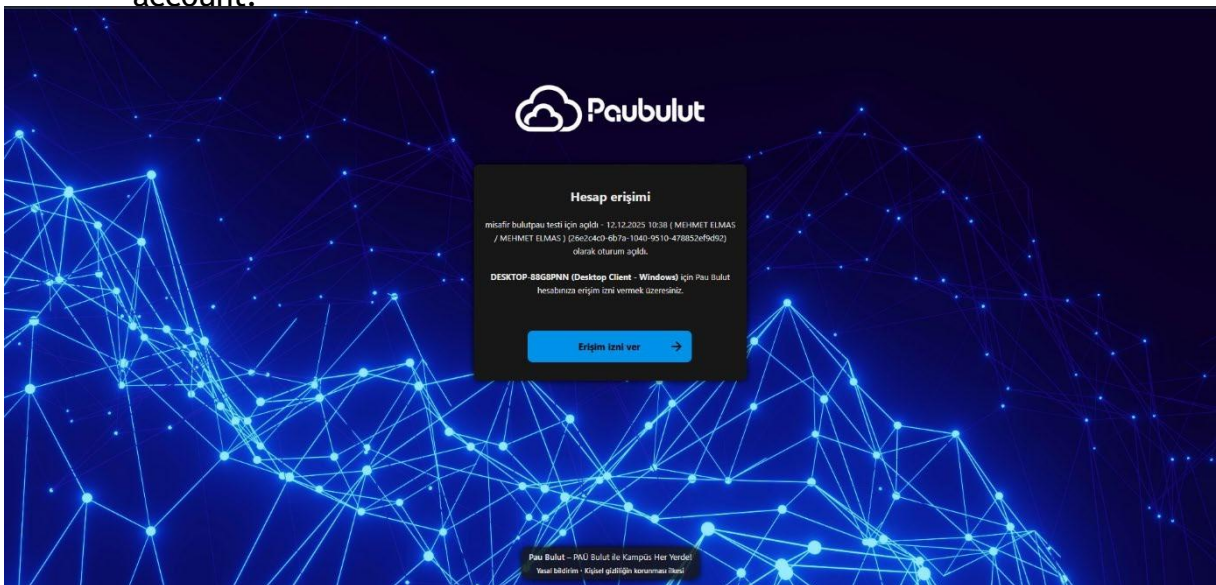


Figure 12 Application Access Permission Screen

Completing the Connection: When you return to the desktop application, you will see which folder the files will be saved to on your computer. Complete the setup by clicking the "Connect" button.

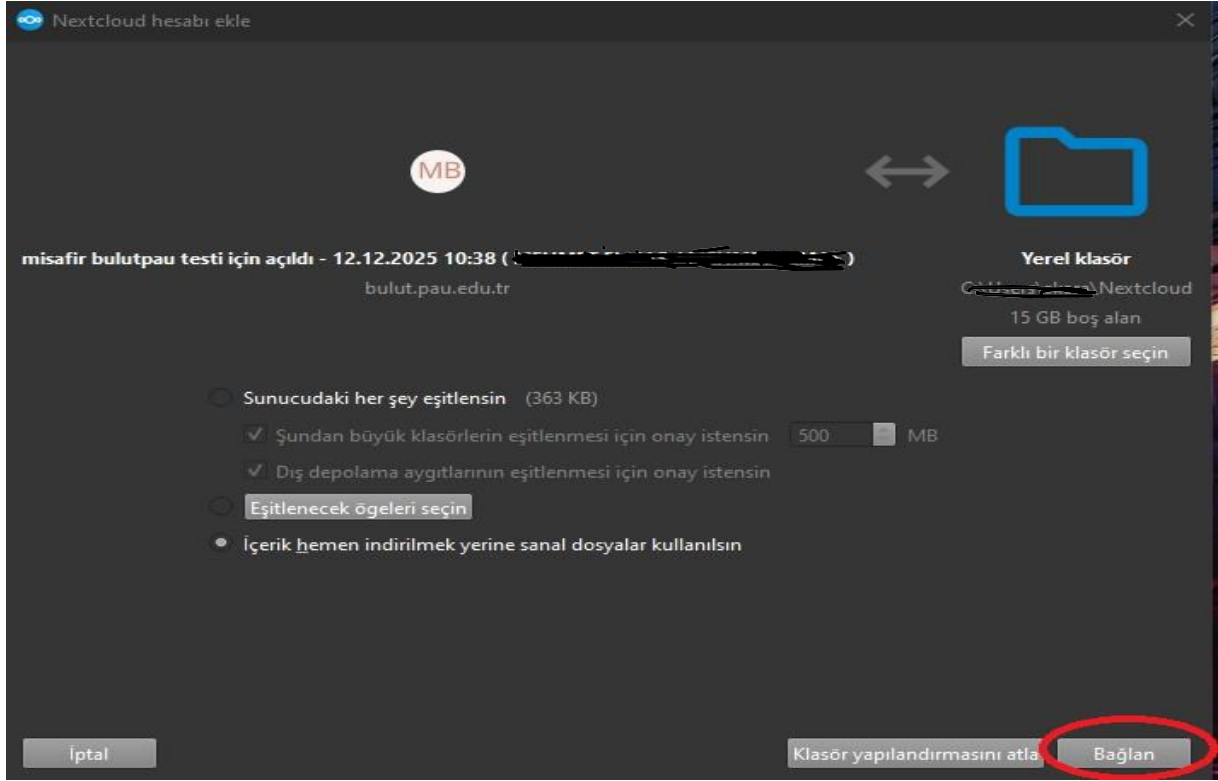


Figure 13 Completing the Connection

2. FILE USAGE AND SYNCHRONIZATION

2.1 Accessing Files: When the installation is complete, a "Nextcloud" folder will be created on your computer. When you click the folder icon circled in Figure 14, you will be directed to the folder shown in Figure 15.

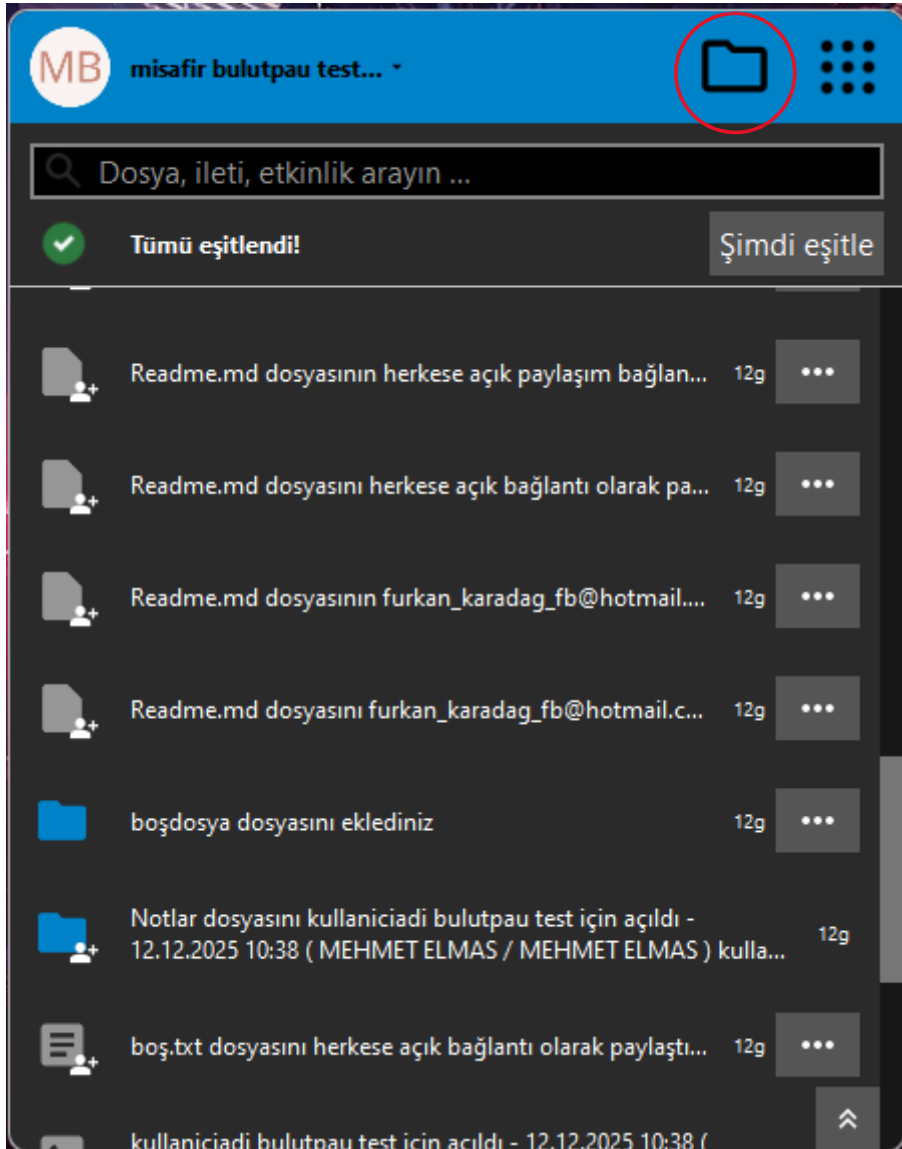


Figure 14 Accessing Nextcloud Files

- Every file you place in this folder is automatically uploaded to the PAU Cloud system.

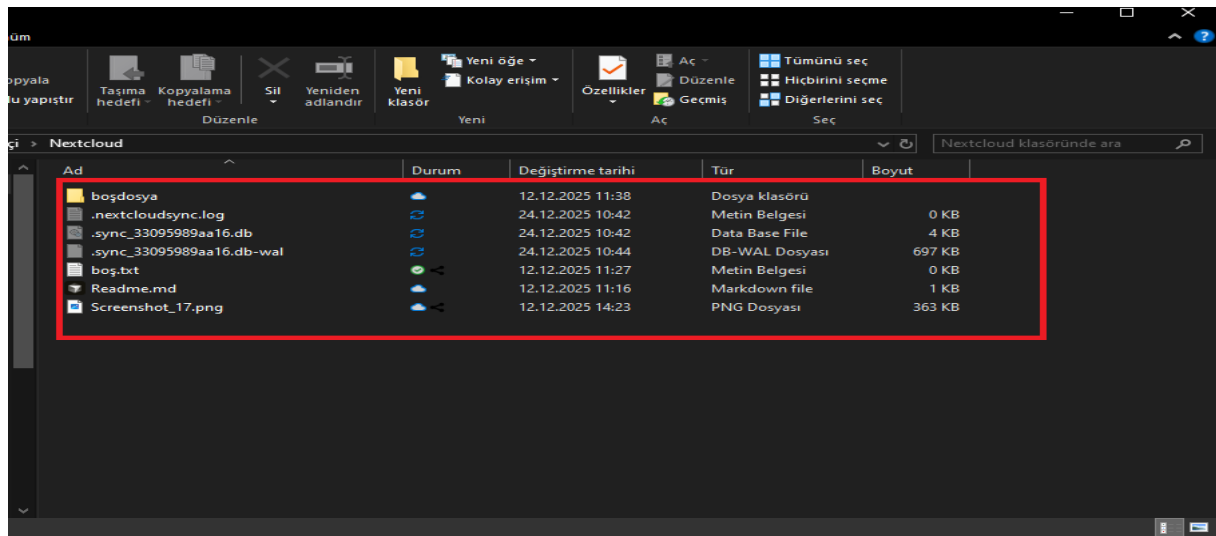


Figure 15 Folder Screen

2.2 File and Folder Sharing

You can easily share your files through the folder on your computer:

- **Sharing Menu:** Right-click the item you want to share, then follow the "Nextcloud" and "Sharing options" path.

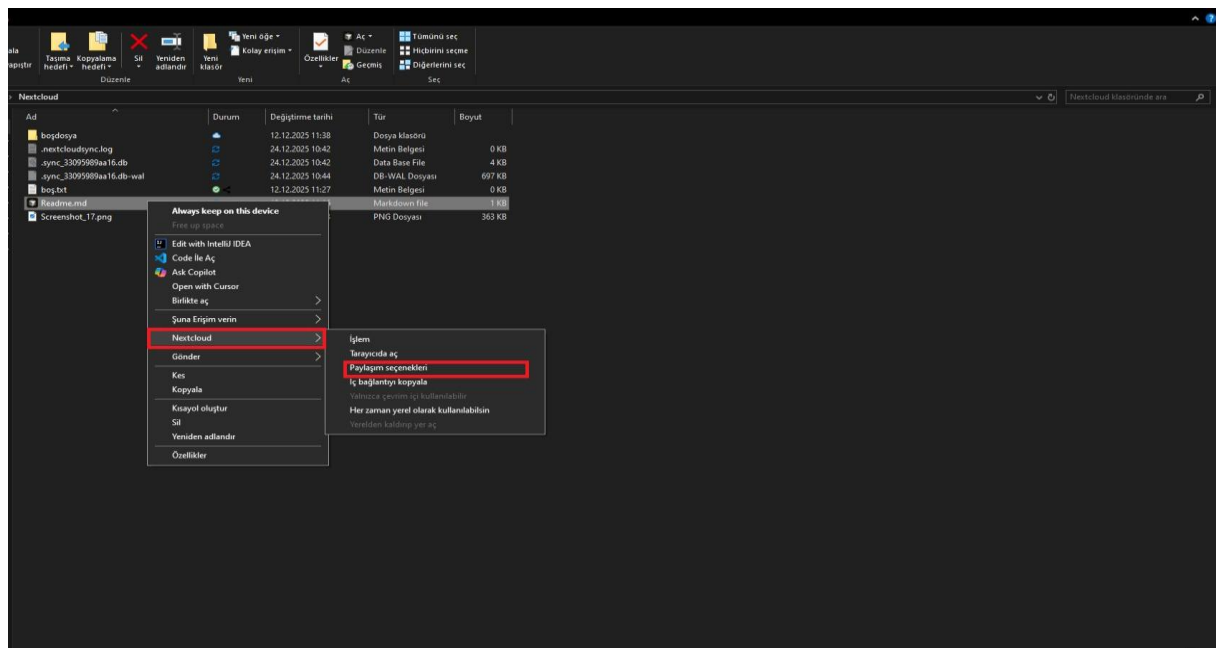


Figure 16 Sharing Menu

2.3 Internal Sharing

- **Internal Sharing:** Type the name of the person you want to share with in the search box in the sharing panel and select them from the list

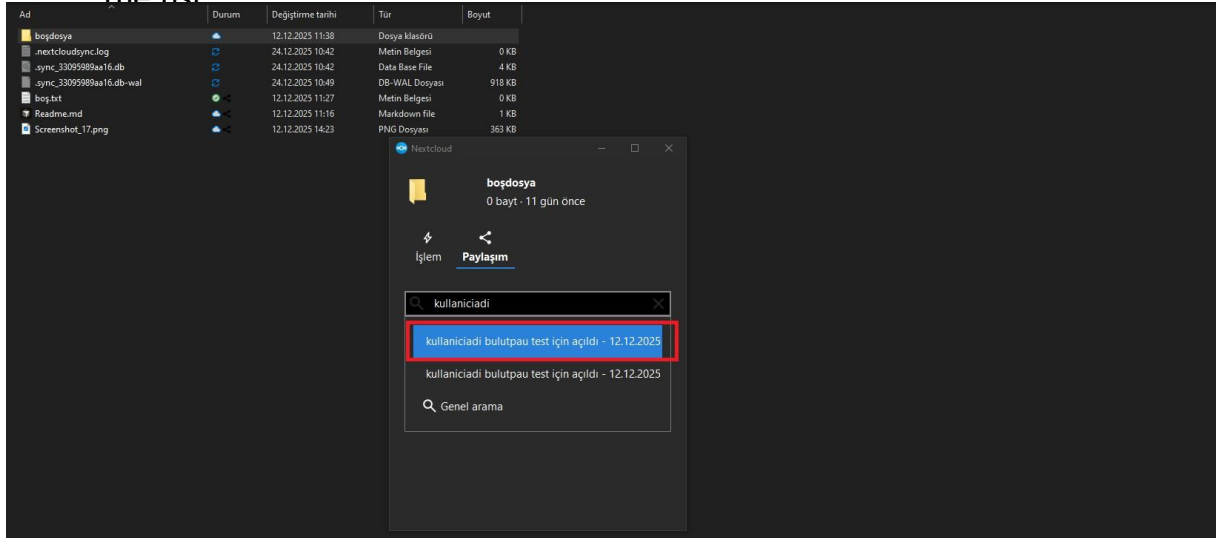


Figure 17 Internal Sharing

- You can set the person's permissions (can edit, can upload, etc.) by clicking the three dots (...) next to their name. (Figure 18 and Figure 19)

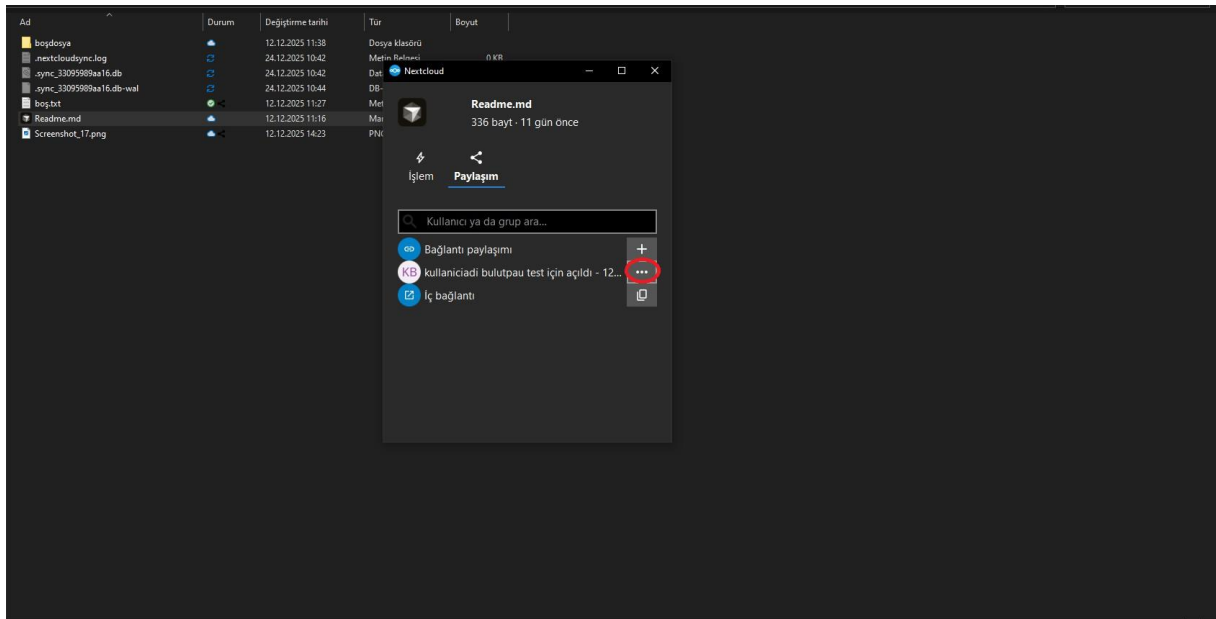


Figure 18 Accessing the File Permissions Screen

- From here, you can select which permissions the relevant user will have.

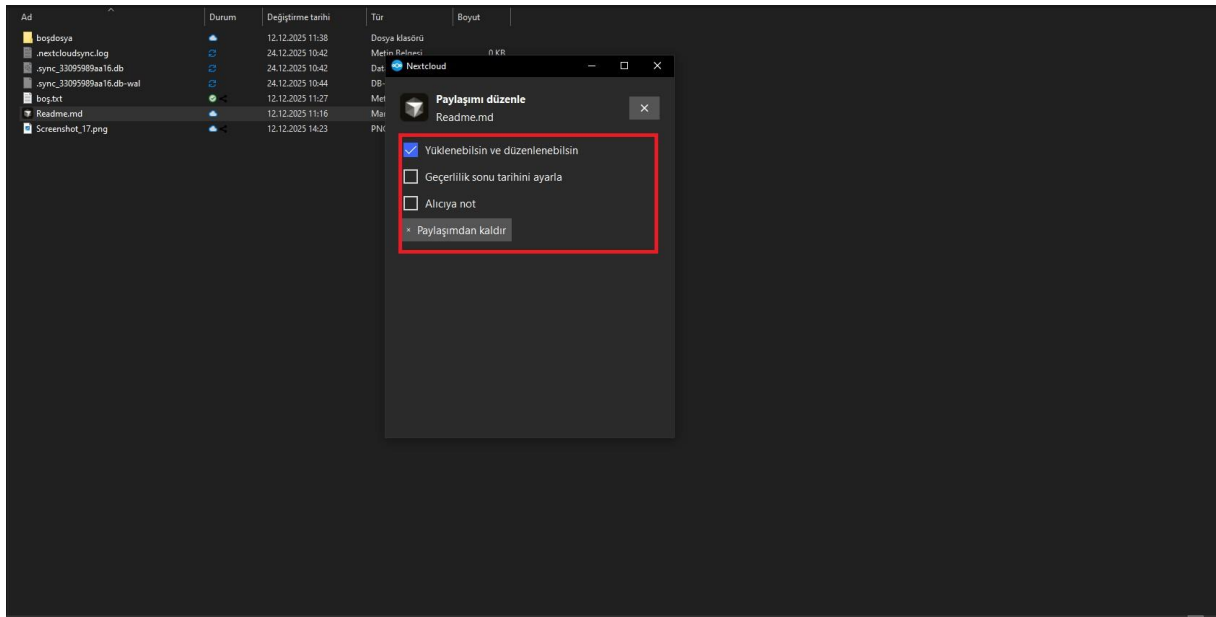


Figure 19 File Permissions Screen

2.4 External Sharing

- **Sharing via External Link:** To share with people outside the institution, click the (+) icon next to "Link sharing".

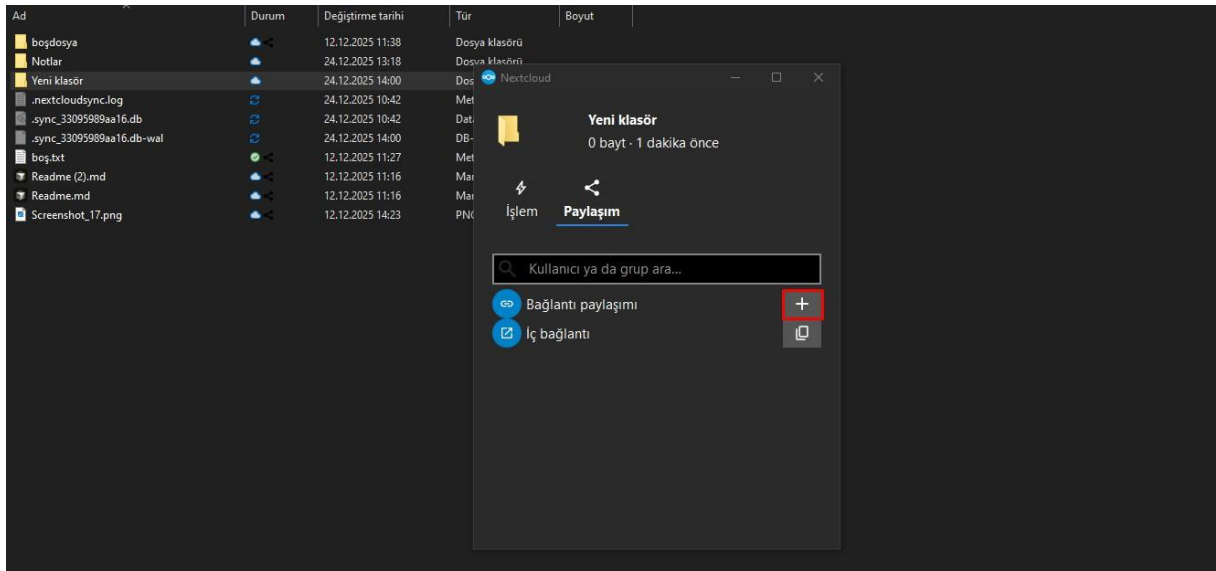


Figure 20 Sharing via External Link

- By clicking the three dots (...) next to the created link, you can configure security settings such as password protection, expiration date, or download restriction

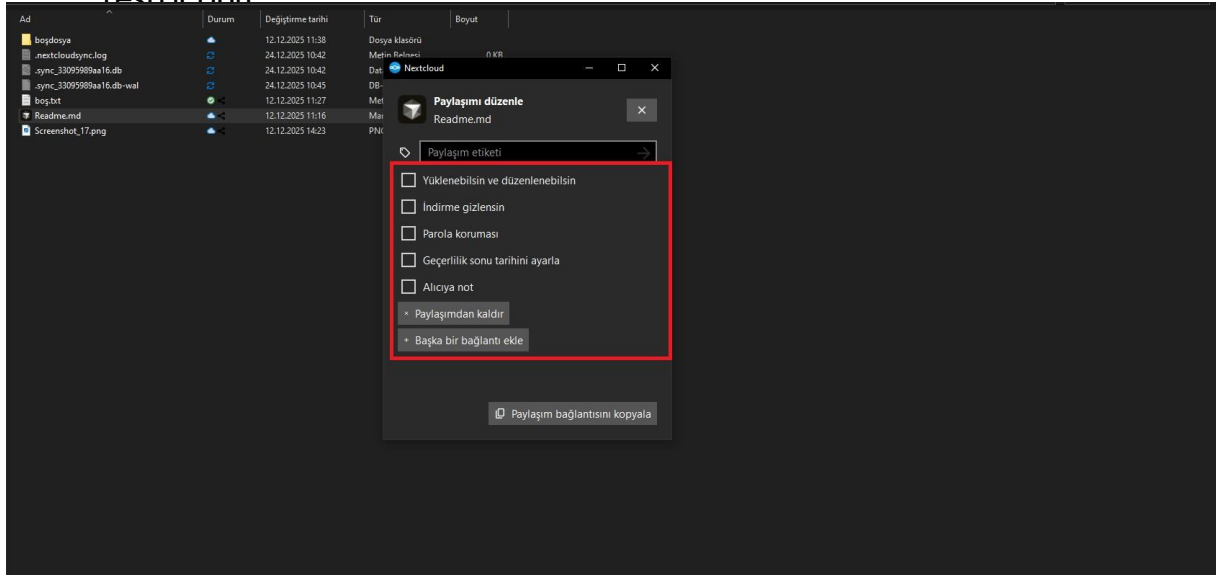


Figure 21 File Permissions Screen

- You can use the copy icon next to the link to copy it.

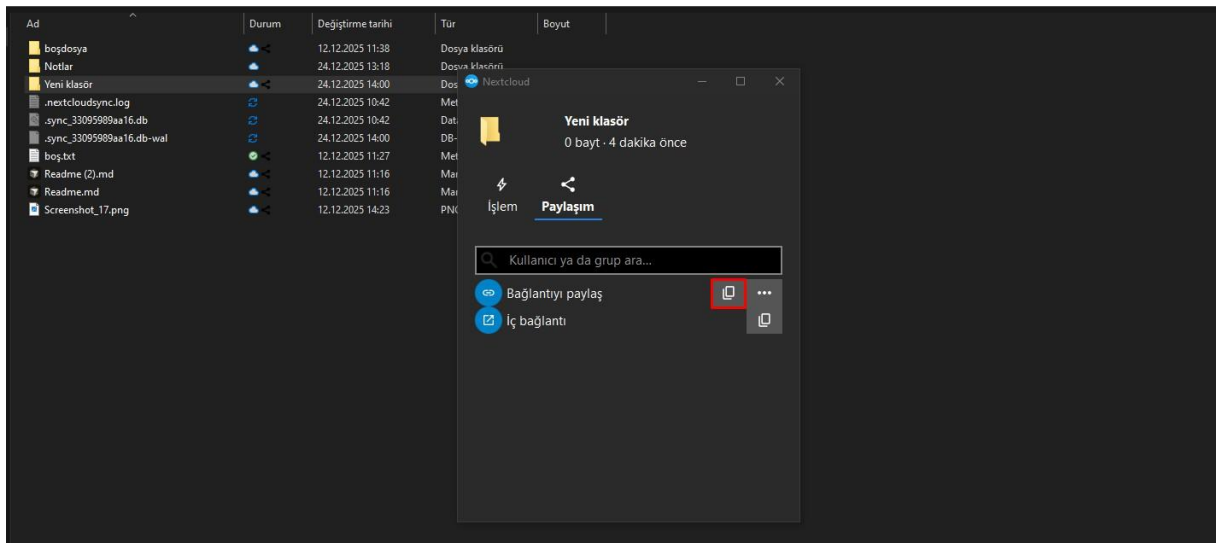


Figure 22 Copying the Link

2.5 Operation History (Activity)

- When you click the "Activity" tab (lightning icon) in the sharing panel, you can view all actions, such as who the file was shared with, when it was uploaded, or what changes were made to it, in chronological order.

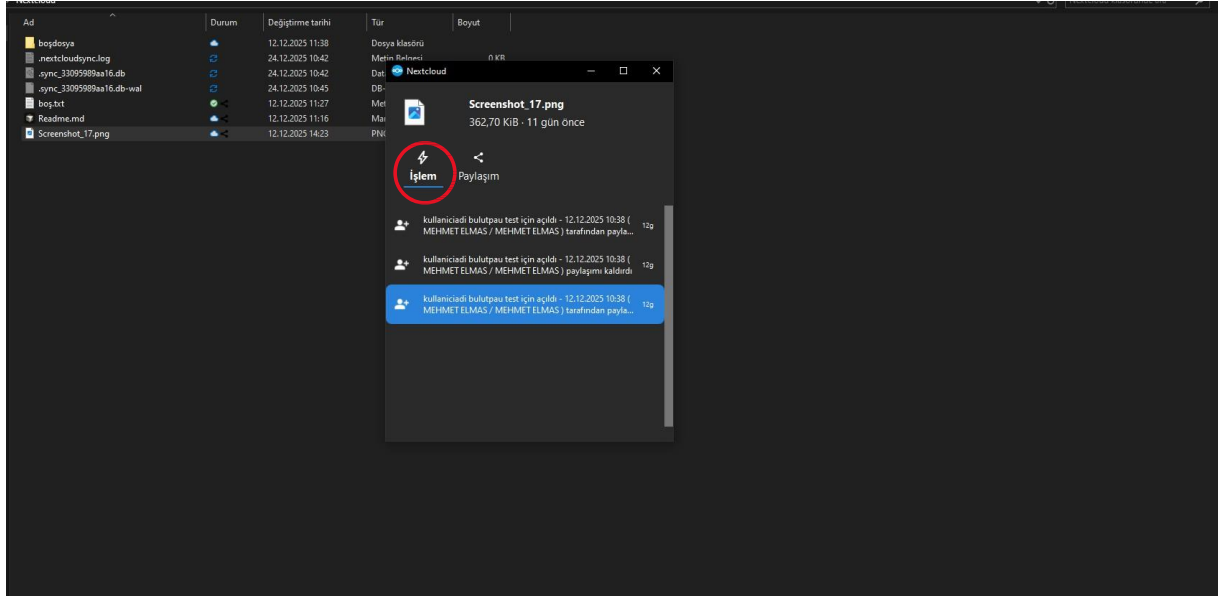


Figure 23 Activity History Screen